



# State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

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Date: January 29, 2009

To: School District Auditors

From: Gene Fornecker, CPA  
School Finance Auditor

Subject: Membership Audit Information

School districts were notified on January 29, 2009 if a membership audit will be required. The membership audit program and audit report form is available on our Internet website: [dpi.wi.gov/sfs/m\\_audit.html](http://dpi.wi.gov/sfs/m_audit.html) and will not be provided to you in paper form.

Districts selected for membership audits are available on our Internet website at: [dpi.wi.gov/sfs/m\\_audit.html](http://dpi.wi.gov/sfs/m_audit.html). Pupil counts for September, January and Summer School, 2008, as reported by the district to our department, can be obtained through the membership reporting program. These counts serve as confirmation of district reported amounts. **Please do not request confirmation in letter form.**

As districts were previously informed, the membership audit report is used to determine compliance with revenue cap limitations. Therefore, it is important that the report be submitted to the department upon completion, but in no case later than May 1, 2009. We cannot grant any extension for filing. If your firm cannot meet the due date requirement, please advise your school district clients immediately so that they can make other arrangements.

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